



***The Organization:***

Greater Vancouver Community Services Society is a non-profit organization with more than 40 years' experience providing quality community care services. Our Home Support program delivers service to over 2,500 clients in Metro Vancouver who require assistance to live at home safely and independently.

***The Position:***

We currently have a vacancy for a Regular Home Support Supervisor. We are seeking a highly organized and customer-service oriented professional to assume this challenging role planning and scheduling services for our Home Support clients. In addition to using Procura, a healthcare-specialized scheduling system, this position involves constant telephone communication with staff, clients, case managers and other stakeholders involved in our clients' care. It is an integral role in the operations of our program.

***Benefits:***

This position includes a full benefits package (MSP, Extended Health, and Dental) after the completion of a probationary period.

***Qualifications and Skills Required:***

The successful candidate will have:

- a minimum of one (1) years recent related experience, including some supervisory experience.
- Post-secondary education in a related field, such as healthcare, social services, administration, customer service or an equivalent combination of training, education and experience is preferred
- strong leadership & mentoring abilities
- excellent communication and problem solving skills
- customer service focus
- demonstrated proficiency in word processing & scheduling software applications (Procura)
- ability to multi-task while handling high call volumes and time pressure
- knowledge of Vancouver's streets and geography will be an asset.

***Schedule***

- Friday 2:30pm - 10:30pm and Saturday and Sunday 2:00pm - 10:00pm (22.5hr/week)

***To Apply:***

Please apply online at <http://www.gvcss.bc.ca/jobapp.htm>, or you can apply directly from Indeed.

We thank you in advance for your application but only qualified individuals will be contacted.

Visit our Web site for more information: [www.gvcss.bc.ca](http://www.gvcss.bc.ca)